



Checklist for MINOR SUBDIVISION APPLICATIONS

MINOR SUBDIVISION

A minor subdivision shall not constitute the creation of more than two new lots in addition to an existing lot from which the subdivision is created. This mechanism also applies to the exchange or transfer of land between existing, adjacent lots (lot-line adjustment).

This Checklist is to be used as a guide for complying with the *Town of Milford* Subdivision Regulations. A completed Checklist must be submitted as part of the required Subdivision Application. The Planning Board shall make a determination to accept, reject, or table an application based on both its review and the review and recommendation of the Department Community Development.

Please fill out this Checklist thoroughly by checking the appropriate box and providing the necessary information.

Waiver Requests: Provide written justification for any waiver requests (citing the appropriate section number of the regulations) or for any boxes checked “not applicable” if the reasons are not apparent. A Waiver Request form is available through the Community Development Department website (<http://planning.milfordnh.info/>) or through the office of Community Development.

The Subdivision Regulations are available online at the department website or for a fee at the Community Development office. If you have any questions, please contact this Office for assistance at (603) 673-7964. The General Administration and Construction Standards for stormwater drainage, roadways, water and sanitary sewer are available for a fee at the Department of Public Works.

Name of Subdivision Application _____ Map(s) _____ Lot(s) _____

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
1. Three (3) copies of the plan no larger than 22" x 34" and one (1) reduced 11" x 17" copy of the plan drawn at a scale of not more than 1" = 100'. Overview plans may be 1" = 200'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. _____
2. Title block with names of project, owner, applicant, tax map and lot numbers, and date of preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. _____
3. Name and address of owner(s) of record of parcels to be subdivided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. _____
4. Name, address, stamp, and signature of				4. _____
- licensed Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- licensed Civil Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- licensed Soil Scientist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- licensed Wetland Scientist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. _____
6. Locus map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. _____
7. Deed references for subject property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. _____
8. Plan references for base plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. _____
9. Zoning of parcel(s) to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. _____
10. Zoning of abutting parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. _____
11. Owners of record of abutting parcels (Current within 5 days of plan submittal deadline from Assessing Department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. _____

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
12. Locations of all existing buildings within 50' of the parcel(s) to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. _____
13. Delineation of all building setbacks on proposed lots, inclusive of wetland buffers; note on plan stating the required building setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. _____
14. Water supply details, including source of water supply; location of existing and proposed wells; location, size, and materials of existing and proposed water lines, services, and hydrants; location of adjacent (within 100') water supply facilities; plans and profiles of proposed water line extensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. _____
15. Sanitary sewer details, including location and sizes of existing and proposed sewer lines and services; proposed septic system locations with supporting test pit data; plans and profiles of proposed sewer line extensions; location of adjacent (within 100') sanitary sewer facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. _____
16 Stormwater management details, including existing and proposed methods of handling stormwater; drainage system designs for a 25-year storm frequency; location, size, and description of adjacent (within 100') stormwater facilities in accordance with the Town's Stormwater Management and Erosion Control Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16 _____

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
17. Subdivision layout:				17.
A. Boundary of entire tract(s) to be subdivided, based on acceptable land survey standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. _____
B. Metes and bounds of all proposed lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. _____
C. Areas of proposed lots in square feet and acres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. _____
D. Area of wetland and slopes over 25% in square feet and acres.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. _____
E. Proposed map and lot numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. _____
F. Location of existing natural and man-made site conditions and improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. _____
G. Proposed road rights-of-way (ROW) with linear, angular, and curve data; proposed road grades; details on ROW, grades, and improvements for roads within 100' of proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. _____
H. Delineation of former lot(s) resulting from any re-subdivisions and lot line adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. _____
18. Delineation of all natural features, including:				18.
A. Wetland delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. _____
B. Note on plan regarding applicability Groundwater Protection District Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. _____

<u>REQUIREMENTS</u>	<u>ON PLAN</u>	<u>NOT APPLICABLE</u>	<u>WAIVER REQUESTED</u>	<u>EXPLANATION</u>
C. Delineation of 100-year floodplain with reference citation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. _____
19. Delineation of all proposed easements; inclusive but not limited to roadways and access, utility, drainage, tree-cutting, conservation, or other proposed or existing easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. _____
20. Note on plan regarding assessment of applicable Police and/or Library impact fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. _____
21. Note on plan stating requirement for Stormwater Permit as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. _____
22. Note on the Plan stating the issuance of building permits for newly created or adjusted Lots are subject to Article XII of Zoning Ordinance, Growth Management & Innovative Land Use Control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. _____
23. Planning Board approval block with space for Chairman's signature and date, Approval number and Approval date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. _____
24. Any development with a proposed Town road shall add a note on the Plan stating the developer will post a sign reading as follows prior to the issuance of any building permit: "This road has not been accepted by the Town of Milford. Until the road has been	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. _____

accepted by the Town assumes no responsibility for maintenance, including snow removal, nor any liability for damage resulting from use of this street. RSA 674:41.“

OUTSIDE AGENCY REVIEW, PERMITTING AND APPROVALS

Depending on the jurisdiction of outside agency authority, and prior to the acceptance of the Subdivision Application by the Planning Board, the applicant may be required to obtain approvals and permits for various aspects of the development from:

	REQUIRED	COMMENTS
A. Milford Zoning Board of Adjustment	<input type="checkbox"/>	_____
B. Milford Conservation Commission	<input type="checkbox"/>	_____
C. Milford Water and Sewer Commissioners	<input type="checkbox"/>	_____
D. Milford Heritage Commission	<input type="checkbox"/>	_____
E. NH Department of Environmental Services (DES)		
1. State subdivision approval	<input type="checkbox"/>	_____
2. Site specific	<input type="checkbox"/>	_____
3. Utility extensions	<input type="checkbox"/>	_____
4. Wetlands dredge and fill	<input type="checkbox"/>	_____
5. Shoreland Protection	<input type="checkbox"/>	_____
F. NH Department of Transportation (NHDOT)	<input type="checkbox"/>	_____
G. US Army Corps of Engineers	<input type="checkbox"/>	_____
H. “Regional Impact” review	<input type="checkbox"/>	_____
I. Other agencies as required (please list)	<input type="checkbox"/>	_____

Additional Requirements – The Planning Board may require additional approvals from the Emergency Services Departments, Health Officer, Traffic Safety Committee or other Town Boards, Committees and Departments as deemed necessary.

Signature of person preparing the Subdivision Application Checklist:

Name / Title _____

Date _____